

**Crooked River Ranch RFPD
6971 SW Shad Rd
Terrebonne, OR 97760-9250**

April 20, 2023

A Board meeting of the Crooked River Ranch Rural Fire Protection District Board of Directors took place on Thursday, April 20, 2023, at 6:30 pm, at the Crooked River Ranch Fire District Fire Station, located at 6971 SW Shad Road Crooked River Ranch, Oregon.

Board Meeting Minutes

1. 1 Flag Salute by Director Green

1.2 Called to Order at 6:30 pm. Roll call was taken by Director Wilson and the following individuals were in attendance: Director's Norberg, Wilson, Pahl and Green. Director Oakley was excused from the meeting. Also in attendance was Fire Chief, Sean Hartley, Administrative Assistant Dana Schulke, Captain David McDonald, and Captain Alysha Delorto attended via the Zoom platform. Members of the public in attendance – Bill Burt, Joe Costigan, Linda Kay Widmer, Mike Dries and Randy Peterson.

2. Review of Meeting Agenda Items – no changes or additions

3. Approval of the Public Hearing & Board meeting minutes from March 16, 2023.

3.1 The minutes were reviewed by the Board. Director Pahl made a motion to approve the Public Hearing & Board meeting minutes from March 16, 2023, as presented. Director Green seconded the motion. All in favor stated “Aye,” motion approved, (4-0).

4. Financial Reports -

4.1 Financial reports for March 2023 – the financials were in the Board packet. Director Pahl stated that as of March we had \$1,041,172.54 in the General Fund. He is satisfied with the financials. He did state that for some reason the Balance Sheet did not make it in the Board packet on the Website. Director Wilson made a motion to approve the March 2023 financials as presented. Director Green seconded the motion. All voted by stating “Aye,” motion carried, (4-0).

4.2 Appointment of Board members to sign checks – It was decided that Director Norberg and Director Oakley will sign the checks on Wednesday, May 10th and Director Norberg and Director Green will sign checks on Thursday, May 25th, 2023.

5. Unfinished Business –

5.1 Update on Steering Committee - Chief Hartley stated that now that the Union contract is done, he will now be putting some dates together to send out to the Steering Committee to meet. We can now move forward with the District's Strategic Plan and funding. There was no further comment.

5.2 Update on Wildfire Preparedness Open House – Dana stated that two presenters backed out, however we are still good with the agenda and current presenters. The Board and Staff will be at the station to give tours and talk to guests, everything is status quo.

5.3 Update on Union Contract (Executive Session) - at this time, Director Norberg stated the Board will recess the Board meeting and will be going to Executive Session at 6:35 pm.

The Board came out of Executive Session and Director Norberg stated the Board meeting was back in session at 7:07 pm. She stated the Board and Chief Hartley have discussed the proposed Union Contract for the next three years as of July 1st, 2023. Director Wilson made a motion to allow Chief Hartley to sign and ratify the revised Union Contract with IAFF 3650 Redmond Union and the District, with the information the Board has received in the Executive Session. Director Pahl seconded the motion. All in favor stated "Aye." Motion approved, (4-0).

6. New Business:

6.1 - OSFM Engine Grant – Chief Hartley stated that after last month's Board meeting, he found out that our District was awarded a new Type 3 Wildland engine from the Oregon State Fire Marshal's Office. We should be taking delivery of it in early 2024 and we are waiting for the specs to see what it will look like. Director Norberg asked about the color of it and Chief Hartley clarified that it will be the standard white with red and black, and the OSMF logo on it. We will be able to put our logo on it as well, which will be larger. Some new equipment will be on it as well. Chief Hartley stated that we were one of six agencies awarded this engine in Central Oregon. A discussion ensued regarding the award process and how they made their decision to award the vehicles.

6.2 - Hiring of additional staff – Chief Hartley stated we put the employment ad out twice and have received two applications for the two positions. We will be having a testing assessment center on Monday, along with an interview panel with the two candidates. Depending on how they do, we will move them forward with a Chief's interview.

7. Fire Chief Report - His report was in the Board packet. Chief Hartley stated that March was a busy month for calls. We are at 1.9 calls a day and lots of back-to-back calls. We have had to ask for mutual aid from Redmond Fire on a few of the calls. The Easter Egg hunt was a huge success last month. We did submit the VFA grant to replace some VHF radios which will bring our radio fleet up to par. The Security Camera upgrade is now complete and a week later the cameras were able to catch people taking more cans out of the Lion's collection area. Lastly, he included a breakdown of the expenses on the new 591 command vehicle in the packet for the Board to review. Director Pahl commended the Community Service Volunteers for getting to the lot assessment request quickly. Chief Hartley stated that eighteen applications for the Title 3 Grant funds have been submitted for this program. Out of the eighteen, our District submitted fifteen of them. We do have some funds set aside just for our community and we are waiting to find out the process so we can submit more applications. Chief Hartley stated that Dennis Senko reported he & Jeff Scheetz have done some smoke alarm installations and Dennis is working on finalizing the fall prevention program. We are hoping to get that program off the ground soon.

8. CERT Report - Linda Kay reported that the CERT team had a training session with Sargent Pond from Jefferson County Sheriff's office, which included Drone training. She stated that next week they will be finishing their radio training for traffic control in the future. In May they will be doing Mass Casualty Triage training and in June they will be doing an exercise with the District volunteers in order to keep up the CERT program at the District. Director Pahl asked if there is any progress on setting up a Basic training class for new people that are interested in the program. Linda Kay stated she tried to do one in March, however there were only a couple that were able to do the training. She is looking to have at least ten people in the class to make it worth it and have the trainers come out to do it. She did say that the CERT members would like to have 2-hour training sessions, rather than an hour and have the training be more in depth. She

also stated that the backpacks that were purchased for our current team are very small, and she is looking into getting larger ones for the current team members. A discussion ensued on the Mass Casualty training that will be coming up, as well as clarification on the Central Oregon Swat Team and how they also utilize the acronym CERT for the tri-county team. Linda Kay also stated that Dana found a green tablecloth for the team, and we will be getting the letters CERT embroidered on it.

9. Comments/Questions:

9.1 Public input on the current agenda - Mike Dries stated that he has fully trained Bill Burt in how to make the address signs and he can fly solo now in making them.

9.2 Public input on future agenda topics - none

10. Correspondence/Recognitions/Good of the order - Bill Burt asked if any of the crew members will be down at the Steel Stampede and Chief Hartley said, “yes, we have a couple that will be down there to staff the ambulance”. Chief Hartley stated that Smith Rock Autobody gave the District recognition & support on their reader board. Director Wilson stated that he did an Honor Guard funeral by himself last week. He was able to connect with Brent Goold (one of our prior Fire Chiefs). He stated that the Honor Guard really needs more members to accommodate all the funeral requests, as they are spread pretty thin right now. He stated the OFCA conference is next week, and they will be having their annual business meeting there. He stated that he will not be at the next Board meeting in May. Director Pahl reminded everyone about April 29th, our Open House and Director Norberg reminded everyone about our Budget meeting next week. Dana commented on the Community Service Volunteers and how they are stepping up and really helping in the flow of our lot assessment program and many other programs and tasks that are needed at the District.

11. Adjournment by Director Norberg at 7:33 pm.

Respectfully,
Dana Schulke
Administrative Assistant